

IOWA PTA EXHIBITOR APPLICATION & CONTRACT

Saturday, April 24, 2010

Kirkwood Community Education Center, Cedar Rapids, Iowa

1. Exhibitor fee is \$250 per booth space. This will include one 6-foot table, and 2 chairs. Electricity will only be available at a limited number of booths and will be available on a first come, first served basis. All outlets will be 120 volt. Please bring your own electrical cords.
2. The non-commercial exhibitor fee is \$100 per booth space with all the above amenities. The Iowa PTA reserves the right to limit the number of non-commercial exhibitors.
3. The full rental fee will be due with applications by **March 22, 2010**. **No refunds will be made after March 22, 2010. Requests for refunds must be in writing.**
4. Set up for all exhibitors will be Saturday, April 24 at 7:00 a.m.. The Exhibit Area will open on Saturday from 7:30 a.m. to 4:00 p.m.

Complete the information below and return with your fee. Please print clearly or type.

Name of Firm _____	Contact Person _____
Title _____	Signature _____
Address _____	City _____ ST _____ Zip _____
Phone# _____	Fax _____ Email _____
Brief Description of exhibit: _____	
If exhibit includes the operation of a musical instrument or noise producing device explain: _____	

Will booth require electricity? ___No ___Yes	
Number of booths required _____	

Booth assignments will be determined by the date on which the application and fee is received (based on available space) at the Iowa PTA Office and will be provided the day of the event. No booth assignment will be made without a completed application and fee. A copy of this application will be returned to the exhibitor, at the address shown above, to serve as confirmation. This application is not binding until and unless accepted and signed on behalf of the Iowa PTA subject to terms, conditions, rules and regulations appearing on the reverse side of this application.

IOWA PTA OFFICE USE	
_____ Date Received	\$ _____ Booth(s) Amount Due
_____ Check Number	
_____ Check Amount	
_____ Receipt Number	\$ _____ Amount Enclosed
	_____ Electricity Required?
	_____ Booth Assignment
Signature/Title of Iowa PTA Representative _____	
Rules and Regulations on reverse side	

The Rules & Regulations become part of the signed contract between the exhibiting company, their representative(s) and the Iowa PTA.

EXHIBITOR RULES and REGULATIONS FOR THE IOWA PTA CONVENTION

1. **CONTRACTS FOR SPACE:** Applicants for exhibit space are required to forward to the Iowa PTA this formal Application - Agreement provided. To be valid, each application must be accompanied by the full exhibit fee of \$250. Non-commercial exhibitors must include the registration fee of \$100 with this application.
2. **Make checks payable to:** Iowa PTA
Return checks to: 5619 N.W. 86th St., Ste. 600, Johnston IA 50131-2955
Questions call: 515-225-4197 or 800-475-4782
3. **DATES and HOURS:** Saturday, April 24th from 7:30 a.m. to 4:00 p.m. Exhibits should be attended by a company representative while exhibit hall is open.
4. **INSTALLATION and DISMANTLING:** Installation may begin Saturday, April 24, 2010, at 7:00 a.m. All exhibits must be set up by 7:30 a.m. All exhibits must be dismantled by 5:00 p.m. Saturday, April 24, 2010. Please – no early tear downs.
5. **USE OF SPACE:** Exhibitors shall not assign, share, or sublet any space allotted. No exhibitor is permitted to show goods other than those manufactured or sold by him in the regular course of business.
6. **SOUND DEVICES:** Prior approval by the Iowa PTA is necessary if sound-making equipment is to be used.
7. **RESTRICTIONS IN OPERATION OF EXHIBITS:** The Iowa PTA reserves the right to restrict exhibits which, because of noise, method of operation, materials or any reason, may become objectionable. Sales to delegates may be conducted according to the National PTA guidelines.
8. **CARE OF BUILDING and EQUIPMENT:** Exhibitors or their agents are liable to the owner of the property for any damages to walls, floors, booths or any other property.
9. **FIRE PROTECTIONS:** Flammable or other dangerous fluids, substances, materials, equipment or other items, the use of which is a violation of city, county or state laws or regulations, may not be used in any booth. Exhibitor must use flame resistant decorative materials.
10. **LIABILITY and INSURANCE:** Neither the Iowa PTA, the Kirkwood Community Education Center, nor any of their officers, agents, employees or other representatives shall be accountable or liable for and the same are hereby released from accountability or liability for the damage, loss, harm or injury to their person or any property of the applicant or any of its officers, agents, employees, or other representatives resulting from theft, fire, water, accident or any other cause. *Food vendors must submit a certificate of liability with this application.*
11. **FAILURE TO PAY EXHIBIT FEE:** If an exhibitor fails to make full payment of the exhibit fee by March 22, 2010, such exhibitor's rights to exhibit may be automatically canceled by the Iowa PTA and NO REFUNDS will be granted.
12. **REFUND:** Refund requests must be received in writing and received at the Iowa PTA office by March 22, 2010. Refunds will be paid after May 1, 2010.
13. **SELECTION OF EXHIBITORS:** Only firms and organizations whose services or products are appropriately related to the education, health, welfare or personal development of children and youth shall be permitted to exhibit. The Iowa PTA reserves the right to decline or prohibit any exhibit or exhibitor which in its judgment is inappropriate, this reservation being all inclusive as to persons, things, printed materials, products and conduct.

THESE REGULATIONS BECOME PART OF THE SIGNED CONTRACT BETWEEN THE EXHIBITING COMPANY, THEIR REPRESENTATIVE(S) AND THE IOWA PTA.